

Street Address Library Review Process for Single District Municipalities

To: All Clerks of Single District Municipalities
From: The Office of Secretary of State, Central Voter Registration System
Re: Street Address Library Review Process

You have access to a web application page with the *Maine Voter Registration (MVR) Data Entry/Correction Tool* that contains street address information in your municipality, where you will find the primary document, named **Address Library Administration**. This is a list of all the streets in your municipality compiled from your voter registration system, or E-911, or census records as of November 2005. Please read through this message before going on-line. After you have done so, follow these instructions to get to the webpage with the MVR Data Entry/Correction Tool for your municipality.

Here are the navigating instructions to this site:

1. Go on-line on the Web;
2. Enter this address into the Address row on your computer screen:

<http://209.101.151.88/MEDE/default.asp>

3. Enter the username and password provided in the cover letter.
4. Click on the **Address Library Administration**;
5. Follow instructions on this page to update and verify the accuracy of your municipality's records.

It is critical that you change from one frame of the tool to another using **only** the links and buttons in the program. Do **not** use the web browser's Back button, Forward button, etc.

Please give your full attention to the following:

1. You must review this list carefully to ensure that each street segment is properly assigned to the correct district. Specifically, determine that the low and high starting and ending ranges and the assigned street sides are accurate. The *Correction Tool* is divided into columns as follows:

Pre-Dir	Street Name	Street Type	Post-Dir	Low	High	Side	Ward	Pre-cinct	CG	SS	SR	CC	DA	RD	ACF	KCB	Rural Flag
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2. Key to reading the *Correction Tool* abbreviations.

- Pre-Direction/Post-Direction refers to any directional listing with a street name, for example: East Pine St. or Pine St. South
- The Street column is the street name.
- The Street Type column refers to the labeling of the street, for example: *Road, Lane, Way, Circle, Drive, Pass*
- The Low Range, High Range, and Side columns indicate the dwelling numbers that pertain to the particular street segment.
- The Side column will include an 'A' for 'All' numbers in the range. Please refer to your assessor's maps or other resources to identify the actual Low & High Range numbers for each street.
- CG= Congressional; SS= State Senate District; SR= State House District; CC= County Commissioner District; DA=District Attorney; RD= Registrar of Deeds; ACF= Aroostook County Finance; KCB= Knox County Budget

Sample Corrections to Watch Out For

- A. Often, the same street is included on the list with a different spelling. These must be eliminated so that each street has only the necessary number of segments. For example:

Pre-Dir	Street Name	Street Type	Post-Dir	Low	High	Side	Ward	Pre-cinct	CG	SS	SR	CC
	COBBOSSEE	ROAD		1	80	A	1	1	1	21	82	2
	COBBOSSEECONTEE	ROAD		81	82	A	1	1	1	21	82	2

If you know this is the same street in your town, then eliminate one of the segments and leave only the segment with the actual street name and range, as follows:

Pre-Dir	Street Name	Street Type	Post-Dir	Low	High	Side	Ward	Pre-cinct	CG	SS	SR	CC
	COBBOSSEECONTEE	ROAD		1	82	A	1	1	1	21	82	2

- B. Another example of duplicate street names would be the use of a previous name, such as a fire road, as well as the current street name as adopted through an E-911 effort in your municipality.

Pre-Dir	Street Name	Street Type	Post-Dir	Low	High	Side	Ward	Pre-cinct	CG	SS	SR	CC
	FR-12			1	42	A	1	1	2	4	125	2
	SHADY	LANE	South	1	42	A	1	1	2	4	125	2

If you know that FR-12 is the same street as Shady Lane, then eliminate the segment for the outdated street name, as follows:

Pre-Dir	Street Name	Street Type	Post-Dir	Low	High	Side	Ward	Pre-cinct	CG	SS	SR	CC
	SHADY	LANE	South	1	42	A	1	1	2	4	125	2

- C. A few other things to look for are: street name misspellings (Main/Mian); incorrect street types (Main **St.** /Main **Ave.**); add any new streets not currently on the list; and, remove any streets that are not in your municipality. Sometimes E-911 or census data indicates a street that continues through 2 or more municipalities as having the same name in each municipality, and this may not be the case.

- D. You should not indicate a high range based only on current voter information. If the street has houses, or the possibility of houses up to number 95, but no residents are currently registered to vote above the number 40, you should accurately show the street range from 1 through 95. This will help you later, when and if someone registers to vote at a house number higher than 40. Further, you should not use a high range of 9999, or some other inaccurate high number, for all of your streets/street segments. This will reduce your ability to monitor accurate voter registration information. *Please make every attempt to determine the actual low and high range numbers for each street in your municipality.*

- E. Please proceed to the on-line *Maine Central Voter Registration System Data Entry/Correction Tool* Website. Refer to the navigating instructions on page one to find this site. This is the electronic tool you will use to verify and update your address library information. Follow the instructions under **Address Library Administration**. If you have any questions about the street library tool, please call Paul LeMont at 207-626-8492 or email him at Paul.Lemont@maine.gov .

Thank you for your attention in this important matter!